



Created	February 2013
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## **CHARGING AND REMISSIONS POLICY**

### **USE OF MORDEN PRIMARY SCHOOL PREMISES**

#### **SCALE OF CHARGES**

Charge = Use of Premises + 9% Insurance (if none held by hirer)

#### **USE OF PREMISES**

##### **Regular Bookings**

£25.00 per hour – Hall

£20.00 per hour – Classroom/Studio

Further discounts for regular bookings are negotiable if additional accommodation is required.

#### **INSURANCE**

9% of the cost of Use of Premises (compulsory charge if hirer does not have Public Liability Insurance).

#### **DEPOSIT**

- The Governing Body reserves the right to charge and hold a deposit as surety against damage or additional charges.
- The school is not normally available for hire on Public Bank Holidays.
- Additional charges may be incurred if bookings run over time, additional cleaning is incurred or there is damage to property.

# CHARGING AND REMISSIONS POLICY

Morden Primary School is committed to providing a rich and varied curriculum for all its pupils. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. They are an integral part of a child's learning experience, however they do incur a cost to the school. This document outlines the school's policy regarding charging and will reflect the Equal Opportunities Policy, Educational Visits Policy and encompass statutory requirements (Education Act 1996 and Education Reform Act 1988).

## **School Lunches**

Parents are required to pay for school dinners if their children do not qualify for Free School Meals.

## **School Trips**

Parents will be asked to make a contribution to pay for the cost of a school trip or visit. These contributions will not exceed the actual cost. Any additional cost incurred will be paid by the school. We will make all reasonable attempts to reduce the total cost, e.g. by walking or using public transport.

## **Residential Activities**

Charges are made to cover the cost of residential activities.

## **Cooking**

Cooking is an after-school club activity. Parents are charged a nominal amount towards the cost of ingredients.

## **Swimming**

From September 2014, parents will be asked to pay towards the pupils' swimming lessons.

## **Out of Hours Activities**

Activities that take place out of school hours and are organised by private hirers will carry a charge, for example football club with external coaches, gym club, dance and drama workshops.

## **Breakfast Club**

Parents are required to pay for this service.

## **Lettings**

Charges are made for school lettings. These are dealt with separately.

## **Breakages**

In cases of wilful or malicious damage, the Headteacher, in consultation with the Chair of Governors, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **School Fund**

The School Fund will be administered separately to the Charging Policy.

## **Support**

***No pupil will be excluded from an activity because their parent or carer is unable to make a contribution towards a chargeable event. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. If a parent or carer is unable to pay a charge they should contact the Headteacher. All discussions regarding charging will be confidential.***